



**UNITED STATES BANKRUPTCY COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS
OFFICE OF THE CLERK**

Internship Vacancy Announcement #2013-02

Position:	Information Technology Intern
Posting Dates:	March 7, 2013 - Open until filled
Classification Level:	Voluntary, unpaid
Location:	Springfield, Illinois

The United States Bankruptcy Court for the Central District of Illinois is accepting applications for its INFORMATION TECHNOLOGY INTERNSHIP PROGRAM. Come discover a challenging and rewarding internship in our court!

THE COURT:

The U.S. Bankruptcy Court for the Central District of Illinois is the federal court with jurisdiction over all bankruptcy matters in the central portion of the state. It is part of the judicial branch of the federal government. The court is comprised of four federal bankruptcy judges and their chambers staff, who perform the judicial and legal work of the court, and a Clerk's Office, which provides all administrative support for the court in the areas of records management, finance and budget, procurement, space and facilities, human resources, training and information technology. The federal judiciary of the United States is among the most respected and prestigious institutions in the world. For more information about the federal courts and how they work, visit the website, *Inside the Federal Courts*, at <http://www.fjc.gov/federal/courts.nsf>.

Internships in the U.S. Bankruptcy Court are strictly voluntary, unpaid positions.

THE INTERNSHIP:

The Information Technology Internship is available in the court's Information Technology department in the Springfield courthouse. The intern will work under the supervision of the Information Services Manager and will assist as needed with one or more of the following: desktop application support, local area network support, web site design/programming/maintenance, database design/programming/maintenance, continuity of operations/disaster recovery planning, statistical analysis, graphic design, other projects or tasks related to information management. Possible suitable majors include, *but are not limited to*: any information technology related major, statistics/mathematics, graphic design.

THE BENEFITS OF A FEDERAL COURT INTERNSHIP:

Even though interns cannot receive pay or benefits from the court, successful service as an intern in the federal judiciary can provide valuable knowledge and experience for careers in several fields, depending upon the type of internship held: the legal field, court operations and administration, criminal justice, law enforcement, business, information technology, statistical analysis, or graphic design. Interns are exposed to the actual workings of a federal court, working with judges, court managers, attorneys, case administrators, and members of the general public. Interns work alongside other court personnel to fulfill our mission to provide equal justice for all.

Many colleges and universities offer course credit for participation in an internship program.

Interns are strongly encouraged to check with their school to see if this is available.

MINIMUM QUALIFICATIONS:

1. Students must be enrolled and in good academic standing at an accredited college or university.
2. Students must have completed the equivalent of at least two (2) academic semesters of course work before applying.
3. Students may work a minimum of 20 hours up to a maximum of 40 hours per week depending on their academic course level and requirements of their program of study.
4. Students must have a commitment to regular attendance, maintain a positive and pleasant attitude, work well in a team environment, have a high level of energy, and must deal tactfully and effectively with attorneys, personnel from other federal agencies, and the public while maintaining a high quality standard of work.
5. Students must be willing to sign an *Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees* form.
6. Students must be willing to adhere to the *Code of Conduct for Judges and Judiciary Employees*.

SELECTION PROCESS:

The best qualified applicants will be invited for a personal interview. Applicants selected must undergo a background investigation by the U.S. Probation Office. Students will be expected to dress appropriately for working in the courts and demonstrate professional behavior.

HOW TO APPLY:

Submit the following documents in a single PDF file to Ms. Katie Page, Human Resources Specialist, at internships@ilcb.uscourts.gov:

1. Letter of interest,
2. Resume,
3. College or university transcripts,
4. Two letters of reference,
5. Form AO-0078, Application for Judicial Branch Federal Employment, available at <http://www.ilcb.uscourts.gov>, *Employment Opportunities*.

The court reserves the right to modify the conditions of this internship program or to withdraw the announcement.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER